



## JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Title: **Video Production Coordinator**

Class Code: 5310

Non-Exempt

EEO Code: 05

Effective Date: October 1, 2001

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### **Major Function**

Produces audio and video programming and photography in support of Seminole County Government programs, services and activities including but not limited to Seminole Government Television (SGTV).

**Essential Functions** *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Produce, direct and edit broadcast quality video productions and take still photography for Seminole County Government.

Operate all field and studio video and audio production equipment required to produce a finished program. Operate cameras and related still photography equipment. Assist in the broadcast of live, videotaped and scrolling text productions. Maintain all tape and equipment inventory and records as necessary.

Work with staff from various County departments in developing audio and video productions to promote, educate and inform citizens of programs, services and special events within Seminole County.

Communicate with supervisor regarding work schedule, the status of assigned projects and progress towards meeting program goals and objectives. Perform other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Considerable knowledge of video production, lighting, videography and editing to produce broadcast quality video productions. Knowledge of the principles of professional photography.

Ability to establish and maintain effective working relationships with County staff, public officials, other governmental and private agencies and the general public. Ability to communicate effectively both orally and in written form. Ability to use photography equipment and video production equipment. Ability to attend meetings or perform other assignments at locations outside the office and at various times to include evenings and weekends. Must have the ability to operate a computer from an Windows 95/Windows NT environment. Must have the ability to work flexible schedule to accommodate assignments at remote locations and at various times which may include evenings and weekends. Must have the ability to work independently and manage multiple projects to meet deadlines.

Skilled in the use of all video production equipment including Betacam video cameras and linear and non-linear editing equipment. Skilled in the use of still photography equipment.

Bachelor's Degree in, Mass Communications, Television Production, or a related field and five (5) years work experience in video production and television broadcast media. Must possess and maintain a valid Florida Driver's License. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**Working Conditions**

The work environment for this position includes working in an office and in the field. Duties performed by this position may require prolonged sitting or standing. Incumbents in this position may be exposed to chemicals used in developing film or cleaning video equipment. Incumbent will carry equipment averaging fifty (50) pounds on a regular basis.